



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VA 22134-5001

MCBO 1620.3

B, 014

02 FEB 09

MARINE CORPS BASE ORDER 1620.3

From: Commander
To: Distribution List

Subj: PROCESSING OF ABSENTEES AND DESERTERS

Ref: (a) MCO P1070.12K
(b) MCTFS PRIUM (NOTAL)
(c) MCO P4050.38C
(d) MCO P5800.16A
(e) MCO P1900.16F

1. Situation. To publish administrative instructions and guidance in the processing of absentees and deserters.

2. Cancellation. MCBO 1610.3.

3. Mission. This Command is designated as a prisoner collection and distribution point for absentees and deserters for a portion of the Eastern United States. As such, the Commander MCB (B 10) is responsible for processing absentees and deserters from other commands in addition to absentees and deserters of this Command. The references set forth administrative procedures to be followed in the processing of absentees and deserters.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Review of this Order is recommended for all commanders and their staffs. This Revision contains substantial changes and should be reviewed in its entirety.

(2) Concept of Operations. This Order is a dynamic document that publishes administrative instructions and guidance for the processing of absentees and deserters.

b. Tasks

(1) Absentees/Deserters. Whenever an individual of this Command enters an unauthorized absentee/deserter status, the references require accomplishment of specific administrative actions. Commanding Officers (COs) must be familiar with the references to ensure that all required actions are completed.

(2) Return of Deserters Who Were Members of This Command

(a) Marines who were members of this Command will be assigned by the G-1, Manpower Division to their former organizations for duty and appropriate disciplinary action regardless of length of absence.

(b) COs will complete administrative actions per the references.

(3) Return of Absentees and Deserters from Other Commands

(a) Absentees and deserters from other commands who are picked up by prisoner escorts or surrender at this Command, will be delivered to the CO, Headquarters and Service Battalion, to await disposition or transfer under guard. Direct control is handled by the CO, Service Company (Svc Co), Headquarters and Service Battalion.

(b) The CO, Svc Co, will request stragglers orders from the Installation Personnel Administration Center (IPAC) for absentees who meet the conditions for reassignment contained in paragraph 5009 of reference (d).

(c) Deserters from Marine Barracks, Marine detachments, security detachments, formal interservice schools, and separate Marine Corps commands, will be assigned to and joined on the rolls of Svc Co for appropriate disciplinary and administrative action regardless of their assigned Military Occupational Specialty (MOS).

(d) Upon completion of all disciplinary action and/or administrative separation action per reference (e) for personnel joined per paragraph 4b(3)(c), the CO, Svc Co, will report that all disciplinary and appropriate administrative action has been

completed to the Commander MCB (B 01). The Commander MCB (B 01) will request disposition instructions from the CMC (PSL). Should CMC direct the individual be joined to this Command for duty, the individual will be assigned to an organization based on grade/MOS and requirements.

(4) Personnel Who Fail to Report to This Command. The following action will be taken when personnel fail to report to this Command for duty or temporary duty under instruction:

(a) The G-1, Manpower Division will contact the former CO to ensure that the individual did in fact detach and obtain reporting date and time. Once it has been determined that the Marine has, in fact, been transferred and has not reported to the Command, the G-1, will make an appropriate assignment for administrative purposes. The IPAC will then be directed to join the individual while in an unauthorized absence status and take appropriate administrative action per reference (b).

(b) Personnel who report subsequent to their directed reporting date and time prior to the lapsing of 30 days will be assigned by the G-1 based on the individuals' original Permanent Change of Station orders without regard to the unauthorized absence.

(5) CO, Headquarters & Service Battalion

(a) Assign overall coordinator for the collection of prisoners as directed by the CMC per reference (e).

(b) Provide administrative support as required for the processing of prisoners for return to their parent command or retention at this Command.

(c) Coordinate with the Transportation Management Office (TMO) to arrange transportation for personnel to return to their parent command. A copy of the travel arrangements will be provided to the IPAC to facilitate preparation of stragglers orders.

(d) Train and maintain a contingent of prisoner escorts per reference (d). Escorts must be made available to depart the Command on short notice when required.

(6) TMO. The Transportation Officer is responsible for determining the availability of government transportation and for authorizing commercial transportation. The Transportation Officer shall:

(a) Maintain a commercial transportation control log indicating the control number assigned, name and grade of individual, date authorized, departure point, and authorized travel point.

(b) Submit DD form 139, Pay Adjustment Authorization, to Defense Finance and Accounting Service via traceable means.

(c) Provide a copy of the DD form 139 to the IPAC for official file and accountability.

(7) Director, IPAC

(a) Issue stragglers orders for personnel returning to their parent command.

(b) Distribute duplicate orders and maintain command official file copies (includes copy of DD form 139) per the references.

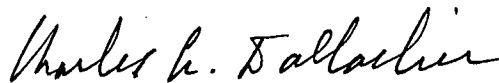
5. Command and Signal

a. Command. This Order is applicable to Active Duty and Reserve Personnel located aboard Quantico.

b. Signal. This Order is effective the date signed.

6. Applicability. This Order is applicable to all MCCDC, TBS, OCS, HMX-1, MCAF, and MCB Quantico activities.

7. Certification. Reviewed and approved this date.


CHARLES A. DALLACHIE

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